

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Research Administration
Bureau of Agricultural and Industrial Chemistry
Washington 25, D. C.

DEC 21 1950

CAREER PROGRAM AND PROMOTION POLICY
OF THE
BUREAU OF AGRICULTURAL AND INDUSTRIAL CHEMISTRY

This statement of the Bureau's career program and promotion policy is directed to each member of the staff and a copy is also to be given to each new staff member at the time of his entrance on duty. The objective of this career program and promotion policy is to enhance the effectiveness of the Bureau's work through full utilization of the training, experience and skills of each employee whatever his position in the organization may be, to provide career opportunities, and to assure effective leadership at all levels of supervisory responsibility.

1. Employee Coverage. The Bureau considers that each of its permanent full-time employees is a career employee who should be assured opportunity to advance within the Bureau to the highest available position commensurate with his or her abilities. To the extent compatible with the work program, the Bureau provides opportunity for employees to develop by on the job training, and by assignment to positions within the organization which will broaden their over-all experience, fit them for potentially higher grades, and increase their value to the Bureau. The attached chart shows the usual lines of promotion for career employees.

2. Policy. Vacant positions in the Bureau are filled by promotion or reassignment from within the Bureau whenever employee eligibles are as competent as those from outside the Bureau. When two or more employees are equally qualified for a vacancy, length of service is the basis for selection. As a general rule, new employees are brought in at beginning or trainee levels, except in special cases requiring unusual skill, training or experience not found in the Bureau. Within the limits and requirements of the program, the Bureau gives sympathetic consideration to requests for transfers and reassignments.

3. Areas of Selection. In filling vacancies in positions in grades GS-12 and above, consideration is given to all employees of the Bureau regardless of headquarters. In filling vacancies in grades GS-11 and below, and in all CPC grades, preference is given, but not limited, to qualified employees located at the particular headquarters. Outstanding employees with special qualifications are considered for Bureau-wide promotion without regard to established career areas.

4. Qualification Standards. Qualification standards, as prescribed by the Civil Service Commission, serve as minimum requirements for promotion. Over and above this, consideration is given to the best possible combinations of training and experience available, in recognition of the Bureau's responsibility to select the best available personnel. In the case of employees with major responsibility in research, promotions are based on scientific achievements, considering such factors as: significance of

research contributions, quality of publications, recognition, standing and leadership in field of research, technical competence, ability to conduct original research, and, where appropriate, ability to supervise or administer research. These qualification standards will be applied equitably.

5. Personnel Records. Official personnel records are maintained to provide a complete inventory of employee qualifications and accomplishments. Reviews of these records and of the employee's duties, performance, and accomplishments, are made at least annually, or upon receipt of a recommendation from the supervisor, by the Office of the Regional Director for Field employees, and by the Office of the Chief of Bureau for employees in Washington, D. C. and Beltsville, Maryland. Grade promotions, recommendations for superior accomplishment pay increases and honor awards are determined from these reviews. Recommendations involving promotions to GS-12 and above, superior accomplishment pay increases and honor awards are submitted to the Bureau Research Council for approval.

6. Release Policy. Employees selected for transfer, promotion or reassignment are released from their current work as soon as it is possible to do so without detriment to the work program on which they are engaged.

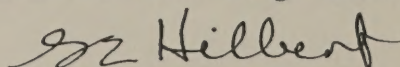
7. Employees' Responsibility. The development of employees is a joint responsibility of the Bureau and the employee. Employees are expected to avail themselves of opportunities for self-improvement both on and off the job. They are encouraged to seek advice from their supervisors and Personnel Officer on training for advancement opportunities and to inform them when additional training or experience is received. Employees are expected to exhibit industry and productiveness as well as a cooperative attitude. They should accept responsibility, observe administrative decisions and recognize personal and organizational limitations.

8. Supervisor's Responsibility. Supervisors are responsible for giving wholehearted support to this program. They are expected to strive continually to improve their leadership and supervisory skills, and to give effective counsel, guidance and training to employees under their supervision. Supervisors should strive for objectivity in recommending employees for promotion and be alert to discover individuals with special and outstanding abilities.

9. Personnel Officers' Responsibilities. Personnel Officers of the Bureau are responsible for coordinating this program within their jurisdictional areas, and, in cooperation with operating officials, for developing career and promotion opportunities.

10. Personal Hardships. Employees who have special problems or hardships should, if they wish, inform their supervisors or their Personnel Officer of the circumstances. The Bureau will endeavor to assist in solving their problems and in alleviating their hardships, if this can be done without detriment to the work program.

11. Employee Participation. Suggestions by employees for improving and implementing this program are invited and will be given due consideration.



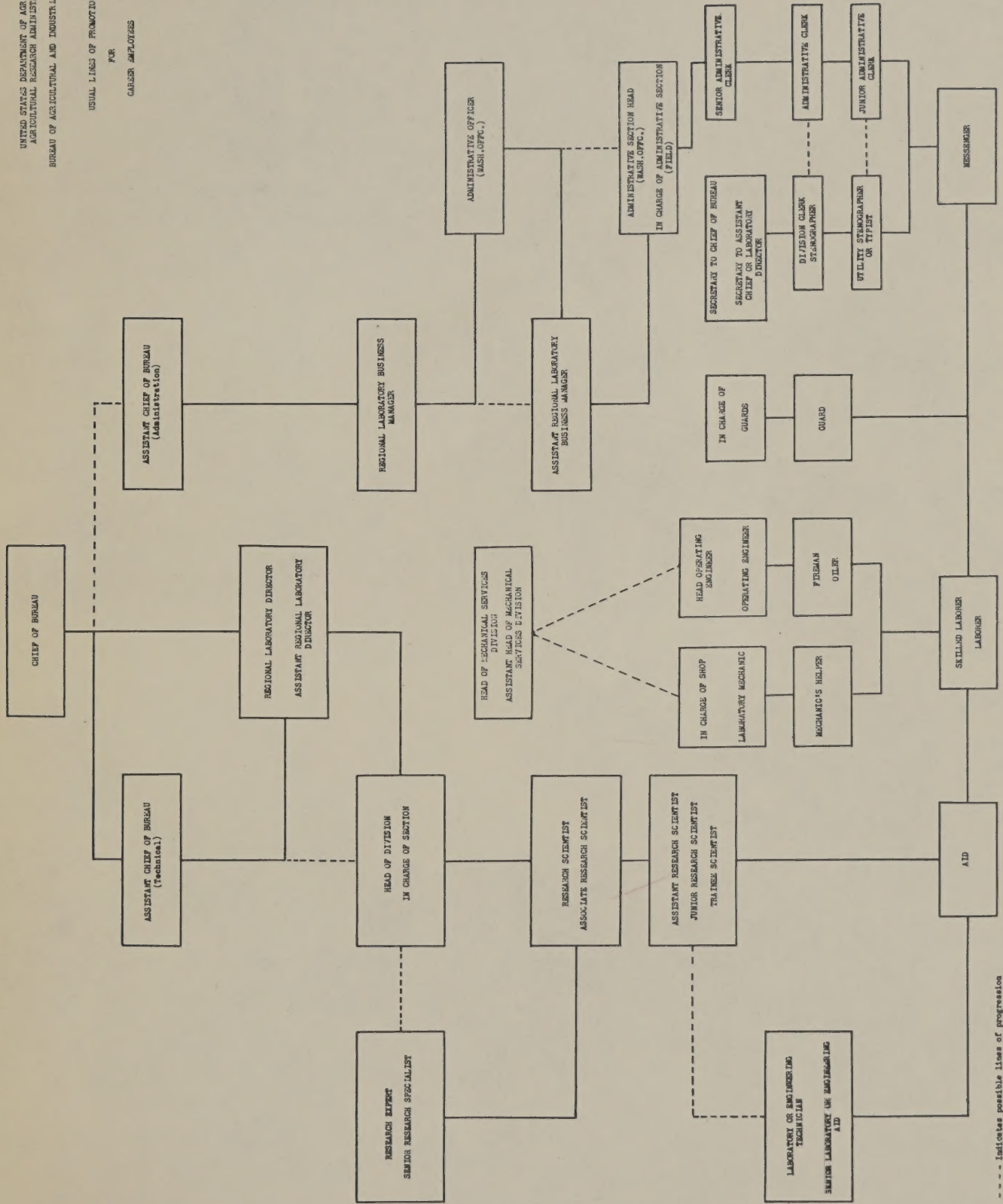
G. E. Hilbert
Chief of Bureau

UNITED STATES DEPARTMENT OF AGRICULTURE
 AGRICULTURAL RESEARCH ADMINISTRATION
 BUREAU OF AGRICULTURAL AND INDUSTRIAL CHEMISTRY

USUAL LINES OF PROMOTION

FOR

CAREER EMPLOYEES



----- Indicates possible lines of progression

